

CHILD & FAMILY TEAM MEETING PROTOCOL

Type of CFTM	Person Responsible for Building, Preparation, and Maintenance of Team Members	Time Frame CFTM Must Occur	Purpose of the CFTM “Decision to be made at the CFTM”	Who Facilitates the CFTM *1	Team Leader Presence *2	Other Comments
Initial CFTM	CPS or FSS Case Manager or Family Service Worker or Team Leader	<p>Whenever there is a risk of a child coming into custody (to prevent removal if possible)</p> <p>If a child has entered custody, this should take place within 24 hours; if that is not possible, prior to the preliminary hearing</p> <p>The Initial CFTM must take place <u>no later</u> than 7 calendar days after placement for all children or youth who enter custody</p> <p>Initial CFTMs that take place prior to custody to prevent removal can be counted as the Initial meeting if they occurred within 7 calendar days prior to the custody date.</p>	<p>Assess all the safety and risk factors and determine how the child's safety can be maintained in the least restrictive, least intrusive manner possible.</p> <p>If the child was removed on an emergency basis, the CFTM must determine if a plan can be developed to allow the child to safely return to his parent's home w/services or if other kinship/community placements are available for the child. If a plan is developed, DCS would pursue divestment of custody at the preliminary hearing.</p> <p><u>If DCS is to maintain custody, be sure to address the following matters:</u></p> <p>Identify relatives, kin or other persons with meaningful pre-existing relationships with the child that might be considered for potential placement or visitation; complete a family diagram; and make efforts to ensure that siblings are placed together.</p> <p>Verify names, addresses and any other information regarding all legal, birth, and putative fathers.</p> <p>Assess the appropriateness of temporary placement, and discuss how to minimize any possible trauma to the child as a result of removal.</p> <p>Provide TennCare appeals rights information for DCS placements that are TennCare funded.</p> <p>Develop a plan to obtain child's clothing and other items that child will need in current placement.</p> <p>Discuss any medical or behavioral health issues for the child, as well as any other immediate case-related issues or concerns of the team members.</p> <p>Set up an immediate visitation schedule for child with parents, siblings and other family members and arrange for a schedule of contacts between the FSW and the family.</p> <p>Encourage the family to identify support persons, both formal and informal, who can become part of the Child and Family Team.</p> <p>Explain the purpose of permanency planning and schedule the Initial Permanency Planning CFTM to be held within 30 days.</p>	Trained Full-Time, or Back-up Facilitator	Required	<p>We recognize that time constraints may limit full preparation and development of a team. At the least, the case worker must ensure that families understand the decision to be made at the meeting and are encouraged to bring extended family and/or other support persons with them.</p> <p>The Team Leader for the case is required to be present at all Initial meetings. In the event the assigned Team Leader is unavailable, another Team Leader or FSW3 can serve in his or her place.</p> <p>In order to ensure the facilitator's objectivity, the facilitator should not be directly involved with the case.</p> <p>If placement in custody were a result of CPS involvement (this could be either investigation or assessment staff), the CPS case manager would be responsible for the preparation of team members.</p> <p>If the placement in custody did not involve CPS, the Social Services case manager would be responsible for the preparation of team members.</p> <p>If an Initial CFTM is utilized for children who do not enter care as a result of a safety issue, but through a court adjudication of unruly and/or delinquency, the Family Service worker or the Team Leader would be responsible for the preparation of team members.</p> <p>Information gathered in the Initial CFTM should be synthesized and entered into the Functional Assessment as outlined in DCS Policy 11.4, Functional Assessment Process.</p> <p>When a potential removal Initial CFTM results in a plan to prevent placement, and it turns out that the child enters custody several days later despite the team's efforts, it may be necessary to reconvene the team in order to address issues related to meeting the medical/behavioral needs of the children, minimizing trauma, getting clothing, family visitation, etc., and preparing for the Initial Permanency Planning CFTM. If the CFTM took place more than 7 days before the child entered custody, there <u>must</u> be an Initial CFTM held to address these custody-related issues.</p> <p>If a decision is made to place the child, the CANS should be completed and consulted to help identify the best placement.</p> <p>Whenever there is a CFTM, DCS must ensure that parents and other team members are informed of the child's TennCare Appeal rights and provided a sample copy of the Notice of Action form.</p>

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Initial Permanency Planning CFTM	Family Service Worker	This CFTM must take place and the Permanency Plan completed and forwarded to legal within 30 calendar days of entering custody.	<p>Establish a Permanency Plan Goal and review placement appropriateness/options.</p> <p>Provide TennCare appeals rights information for DCS placements or recommended services that are TennCare funded.</p> <p>Address issues that created risk for the child, building on the outcomes of the Initial CFTM.</p> <p>Affirm strengths identified in the first CFTM and identify new strengths in the family.</p> <p>Assess the concerns, issues and underlying needs of the family/child. The plan should be based upon assessments made through the Functional Assessment, CANS, SDM, EPSDT, mental health assessment or other evaluations.</p> <p>Examine the long-term view for the family and child.</p> <p>Develop concrete action steps with target dates and persons responsible.</p> <p>Complete the permanency plan and provide copies to all members of the team.</p> <p>Continue to engage the family and their support network in the plan.</p>	Family Service Worker or Team Leader	Required	<p>Full preparation of the family and team for participation in this CFTM is expected. There should be as many team members involved in this meeting as possible, to help craft a comprehensive plan that will utilize all of the resources on the team.</p> <p>The FSW should come to the meeting with all demographic information already on the plan, so the meeting can focus on identifying goals, needs, action steps, etc.</p> <p>The Team Leader for the case is required to be present in Initial Permanency Planning CFTM's, to ensure that appropriate preparation has been provided, to assist in the development of a meaningful, realistic plan for the family, and to mentor the Family Service Worker. In the event the Team Leader is not available, another Team Leader or FSW3 can participate in his or her place.</p> <p>Please refer to DCS Policy 16.31-BA, Permanency Planning for Children/Youth in Department of Children’s Services Custody for the timelines and requirements for permanency plan development and reviews.</p> <p>For youth who are 14 years of age or older, there shall be an Independent Living Case plan developed in conjunction with the Permanency Plan, in compliance with DCS Policy 16.58, Independent Living Case Plan.</p> <p>For youth whose initial placement is in a YDC or DCS group home, the classification/IPP CFTM shall be done within fourteen days of the date of placement. This meeting can also serve as the time when the FSW completes the Permanency Plan.</p> <p>Whenever there is a CFTM, DCS must ensure that parents and other team members are informed of the child’s TennCare Appeal rights and provided a sample copy of the Notice of Action form.</p>

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Progress Review CFTM	Family Service Worker	<p>Teams should be convened every 3 months to review progress on the Permanency Plan.</p> <p>If no other CFTM has taken place during a 3 month period, a Progress Review CFTM must take place.</p>	<p>Review the child and family's progress towards permanency. Identify the remaining barriers to permanency and develop plans to remove those barriers.</p> <p>Assess the effectiveness of services and whether revisions to the plan or additional action steps are needed.</p> <p>Make an alternate or concurrent plan for permanency, if applicable.</p> <p>Emphasize the importance of achieving permanency for children in as timely a manner as possible. Ensure all team members understand the impact of prolonged separation and uncertainty upon children.</p> <p>Prepare the child and family team for finalizing a permanency decision at the twelve (12) month CFTM.</p>	Family Service Worker (with 1 year or more of experience), or Team Leader	Required if the FSW has 1 year or less of experience	<p>Full preparation of the family and team for participation in this CFTM is expected.</p> <p>A CFTM to review progress on the Permanency Plan can be conducted whenever there are changes needed or progress is not being made in a timely fashion.</p> <p>It is recommended that the Team Leader participate in all permanency plan progress review CFTM's; however, TL's can exercise judgment in deciding whether their participation is required, based on the experience of the FSW, the complexity of the case, and the availability of other supports, such as a FSW 3 or other regional staff. For any family service worker with less than 1 year of experience with DCS, there must be a Team Leader or FSW 3 participating in permanency plan progress review CFTM's.</p> <p>Anytime the team is convened, there should be a review of the progress being made toward achieving permanency - whether services are being provided, are effective and all responsible parties are doing what they agreed to on the plan. This requires the FSW to follow up on all referrals and obtain reports from service providers prior to the progress review CFTM.</p>

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Revised Permanency Plan CFTM	Family Service Worker	Any time the Permanency Plan needs to be revised. This has to occur no less often than 12 months from the date of custody.	<p>Revise the Permanency Plan - this includes goal changes, adding action steps, and revising time frames.</p> <p>The process for development of the revised plan should be similar to the process for developing the initial plan, with the full participation of the family and team.</p> <p>The revised permanency plan should reflect an updated assessment that addresses the needs and utilizes strengths that have been identified since the Initial Permanency Plan was developed.</p> <p>Permanency Plan revisions should be done whenever they are deemed necessary by the Family Service Worker and/or other team members. This has to occur no less often than annually from the date of custody.</p> <p>In addition to the basic steps of the Initial Permanency Plan CFTM, the following needs to be considered:</p> <p>If progress is being made and the goal is return to parent, begin planning for the child's safe return home and revise the plan accordingly.</p> <p>If no progress is being made toward return to parent and a goal change is being considered, explain to the family the reasons for the proposed goal change. Consider alternative options for permanency, such as permanent guardianship, adoption, developing concurrent goals, etc.</p> <p>Explore with the family the possibility of termination of parental rights or voluntary surrender, if applicable.</p> <p>Establish a plan for needed Independent Living/Post Custody support, if applicable.</p> <p>The Permanency Plan and action steps included should reflect the chosen Permanency goal(s).</p>	Family Service Worker (with 1 year or more of experience) Team Leader, or Trained Full-time or Back-up Facilitator	Required if the FSW has 1 year or less of experience	<p>Full preparation of the family for participation in this CFTM is expected. The family should not hear about changing the goal from reunification to adoption, for example, for the first time in the context of a CFTM. Emotionally charged issues need to be raised and processed with the family prior to the meeting as part of preparation.</p> <p>Permanency specialists should be encouraged to become part of any child and family team when progress toward reunification is not proceeding and other permanency alternatives need to be explained and explored with the family.</p> <p>It is recommended that the Team Leader participate in all permanency plan revision CFTM's; however, TL's can exercise judgment in deciding whether their participation is required, based on the experience of the family service worker, the complexity of the case, and the availability of other supports able to participate, such as a FSW 3 or other regional staff. For any family service worker with less than 1 year of experience with DCS, there must be a team leader or FSW 3 participating in Permanency Plan Revision CFTMs.</p> <p>Whenever there is a CFTM, DCS must ensure that parents and other team members are informed of the child's TennCare Appeal rights and provided a sample copy of the Notice of Action form.</p>

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Placement Stability CFTM	Family Service Worker	<p>Prior to any change of placement, potential disruption of a placement or immediately following a change of placement</p> <p>If a private provider requests a CFTM related to placement stability, DCS must schedule it within 3 working days of the request.</p> <p>The CFTM to prevent disruptions must take place within 15 days of a placement move</p> <p>If the placement has already disrupted, the meeting should be held as soon as possible, but no later than 15 calendar days after the move.</p>	<p>To reduce the number of disruptions of children/youth in custody and to minimize the trauma when a placement disruption cannot be avoided.</p> <p>Review progress in current placement and determine if the current placement is still appropriate to meet the child’s needs, and is the least restrictive, least intrusive placement that can meet those needs.</p> <p>If the current placement can be maintained, develop a plan to stabilize the current placement - this may include additional services to support the child’s needs, providing respite or other supports to the caregiver(s), etc.</p> <p>If the current placement is not appropriate and/or cannot be maintained, develop a plan for the transition to an alternative placement in the least traumatic manner possible.</p> <p>If an unplanned change in placement has already occurred, explore ways the team can help to strengthen the present placement and prevent any future disruptions.</p> <p>For planned changes of placement, the CFTM should focus on such issues as how to make the transition successful; what services may be needed; how the child can maintain meaningful connections with people that are important to him or her; and what supports are necessary to help the child adjust to a new setting.</p> <p>Provide TennCare appeals rights information for DCS placements that are TennCare funded.</p>	<p>Trained Full- time or Back-up Facilitator for potential disruptions, <u>unplanned</u> changes of placement</p> <p>For <u>planned</u> changes of placement, such as a move to an adoptive home or to a lower level of care, the FSW (with 1 year or more of experience) or the Team Leader can facilitate the CFTM.</p> <p>If this placement change was planned during a Progress Review CFTM, an additional CFTM may not be needed.</p>	Required if the FSW has 1 year or less of experience	<p>For disruptions, preparation for this CFTM may be limited if there is an urgent nature to the placement move. In these situations, preparation may be limited to ensuring families understand the decision to be made at the meeting. Families should be encouraged to bring extended family and/or other support persons to these CFTMs.</p> <p>It is important that youth be engaged in this CFTM and efforts must be made to avoid shaming or alienating the youth in the process of discussing the issues related to the potential disruption of a placement.</p> <p>In order to ensure the facilitator's objectivity, the facilitator should not be directly involved with the case.</p> <p>In order to make the best placement decision, caregivers are critical team members to include in Placement Stability CFTMs. The Placement Team Coordinator should be consulted and efforts should be made to include the Placement Specialist in the CFTM.</p> <p>If the current placement cannot be stabilized, the CANS should be updated and consulted to assist in identifying the best placement.</p> <p>For changes of placement that are planned moves toward permanency, such as moving into an adoptive home, a move to reunite siblings, or to a lower level of care, representing progress, there should be full preparation of the team. A facilitator may not necessarily be required, unless there are difficult issues or conflicts on the team.</p> <p>It is recommended that the Team Leader participate in CFTM's related to placement stability; however, TL's can exercise judgment in deciding whether their participation is required, based on the experience of the family service worker, the number of disruptions or issues involved, and the availability of others able to participate, such as a FSW 3 or other regional staff. For any family service worker with less than 1 year of experience with DCS, there must be a team leader or FSW 3 participating in Placement Stability CFTMs.</p> <p>Whenever there is a CFTM, DCS must ensure that parents and other team members are informed of the child's TennCare Appeal rights and provided a sample copy of the Notice of Action form.</p> <p>For youth a Youth Development Center, this policy does not supercede DCS Policy 12.9 Emergency Administrative Transfers Between Youth Development Centers that allows the superintendent to move a youth on an emergency basis without a CFTM. However, a CFTM should be convened no more than 7 calendars days after the placement.</p>

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Discharge Planning CFTM	Family Service Worker	Within 30 calendar days of the beginning of a trial home visit, release from custody or exit from care	<p>To make sure that all safety and risk issues that resulted in custody have been adequately addressed and resolved.</p> <p>To ensure that there is a concrete plan for any needed services and that they are in place. This includes information about continued health care coverage for those receiving TennCare benefits.</p> <p>To assess that the child and family is ready to proceed with a trial home visit, release or exit from custody.</p> <p>To anticipate and address any issues that could compromise a successful discharge, reunification, or exit from custody.</p> <p>To ensure that there are community supports in place to sustain the child and family after DCS is no longer involved.</p>	Team Leader, Family Service Worker (with 1 year or more of experience), or a Trained Full-Time or Back-up Facilitator	Required	<p>This meeting is critical to ensure that the services and supports are in place to make the discharge successful and prevent re-entry. The CANS should be consulted to assist in arranging for the appropriate services.</p> <p>In order to ensure the facilitator’s objectivity, the facilitator should not be directly involved with the case.</p> <p>Be sure the FSW assists the child to maintain or obtain health insurance following their exit from custody.</p> <p>This meeting should also take place prior to closing a probation or aftercare case.</p> <p>The Team Leader for the case is required to be present in Discharge Planning CFTMs. This is to ensure that all safety and risk concerns have been adequately addressed and that appropriate preparation has taken place to ensure a successful discharge. In the event the Team Leader is not available, another Team Leader can participate in his or her place.</p> <p>Refer to DCS Policy 16.51 Discharge Planning.</p>
Special Called CFTM	Family Service Worker	<p>As appropriate based on case need. In the event of an emergency, DCS should schedule the CFTM ASAP- no later than within 3 days.</p> <p>If it is not an emergency, the CFTM should take place within 7 days.</p> <p>If child is expelled/suspended from school, the CFTM must take place within 5 days.</p>	<p>To address a specific concern raised by any member of the child and family team.</p> <p>To pull the team together immediately to address any urgent need or emergency situation that may arise.</p> <p>Some examples of these would include:</p> <ul style="list-style-type: none">○ CFT meetings needed to discuss the child’s educational needs, in the event of a change in educational setting is being considered or is necessary;○ CFT meetings to develop or update an Independent Living plan for an adolescent○ CFT meetings for children that are in full-guardianship without a permanent family to identify the best possible family for achieving permanency, or for referral to the Permanency Focus Team.○ 90 to 180 days prior to an adolescent turning 18 and at risk of aging out of custody without achieving permanency.○ Reviewing the appropriateness of a goal of PPLA every six months and whenever there has been a disruption from the original PPLA resource home.	Team Leader, Family Service Worker (with 1 year or more of experience), or a Trained Full-Time or Back-up Facilitator	Required if the FSW has 1 year or less of experience	<p>The purpose of this CFTM is to pull together the members of the Child and Family Team necessary to address the situation that has arisen. Depending upon the issue to be resolved, it may not be necessary to convene the whole team; however, the child and family should always be included.</p> <p>Any team member may call a meeting.</p> <p>The Team Leader can exercise judgment in deciding whether their participation is needed, based upon the experience of the family service worker, the complexity of the case, and the availability of other supports able to participate, such as a FSW 3 or other regional staff. For any family service worker with less than 1 year of experience with DCS, there must be a team leader or FSW 3 participating in Special Called CFTMs</p> <p>The use of a Trained Full-Time or Back-up Facilitator is not required, but may be best practice in certain cases, depending upon the needs of the team and the reasons for calling a meeting. If there are questions about the quality of services or particularly difficult conflicts between team members, it is recommended that a facilitator be utilized to conduct the meeting.</p>

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